

CURRICULUM VITAE

LAKSHMI NARAYANAMURTHY. S

**Araleri Vi & Po
Malur Tq, Kolar Dt.
Karnataka-Pin-563130.**

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Objective:

To secure a challenging career in an organization that encourages growth, excellence and professional expertise and attain an eminent position in materials management and earnestly strive to develop a result oriented system for the fruitful achievement of the organizational goals.

Key Skills and Current job description:

- Procuring the Materials to make different types of Indl. Doors and Panels.
- Procuring the Chemicals and Packing materials.
- Comparative analysis
- Price Negotiation
- Taxes or GST matching with Purchase orders against Bills/Invoices/Work orders as per current tariff.
- Releasing Purchase orders as per the finalized rates and current tariff.
- Preparing Returnable gate pass or DC (RGP)
- Preparing Invoices/Bills
- Releasing Work Orders/E-Sugm forms
- Transport Management
- Relationship with Management

Proficiency in Computer (ORACLE, LAN, MS Office, Internet and Software Installations)

Work Experience:

- Working as **Senior Purchase Officer** (Purchase and Store) with Isoflex Pvt Ltd (MALUR). Since May 2018 to till date.
- Worked as **Senior Purchase Officer** with Southfield Paints pvt Ltd (MALUR). Since 3rd of Aug 2015 to May 2018.
- Worked as **Purchase Officer** with **M/S McNally Sayaji Engg. Ltd** (Malur Works) Bangalore. Since December 2010 to July 2015.

Trade: PASAA

Worked as a Programming And Systems Administration Assistant & Data entry.
One Year (From 12 October 2006 to 13 October 2007) Apprenticeship Training in
HAL, Bangalore Complex

- ❖ Worked as a **Junior Customer Support Executive** in **Genisys Information Systems (India) Pvt. Ltd.,** Bangalore, from 17th June 2008 to Dec 2010.

Company Profile:

The company has always been progressive and has constantly kept abreast with the changing pattern of customers needs for improved and newer products, which are technically superior and cost effective. The result is that the company has not only succeeded in retaining all their old customers, but is able to add more number of new customers every year in their fold.

The products are widely used in insulation for air-conditioning and refrigeration systems, deep freezers, cold stores, refrigerated trucks, process lines tanks, vessels, building insulations, buoyancy applications, decorative ceiling tiles, pre-fabricated structural components, and many more. Our highly qualified technocrats with the technical know-how from the world leaders in polyurethane technology are well versed in the insulation field. Their diligent efforts have enabled us in offering a complete range of isoflex thermal insulation products, thereby giving us the perfect opportunity in having an edge over the competitors as a time-honored organization advanced in urethane technology.

Our Products:

- RPUF Insulated Doors for Low High temperature applications
 - Swing Doors
 - Sliding Doors
 - Hatch Doors
 - Flush Doors
- RPUF Insulated doors for Industrial and clean room application
 - Industrial Swing Door
 - Industrial Sliding Door
- RPUF Insulated Sandwich panels
 - Industrial Clean rooms
 - Walk in Cold Rooms
 - Modular rooms and multi utility cabins
 - Industrial Warehouse
- PVC Strip Curtains

Designed in compliance with the industry standards as well as the specifications provided by the clients, these are in high demand all across the country and are known for high performance, durability, quality and flawlessness.

ERP Skills

Responsibility as a key user.

- Initial Approver for creation and maintenance of Vendor master and Purchase master like creating of Vendor codes etc.
- Monitoring Purchase activities and sorting out the problem in coordination with Finance, Warehouse & IT Dept etc related to day-day issues in ERP.
- Giving training to end user in the purchase & stores related activities.

Qualifications: -

A) General Qualifications:-

- ❖ **Pre University Course**
Government Pre University Junior College Malur.
Percentage - 66.33%.
- ❖ **B.A**
Government First Grade Collage Malur
Percentage - 62.38%.

B) Technical Qualification:-

- ❖ **I.T.I [PASAA] Trade] :**
Programming And Systems Administration Assistant.
Percentage - 78%.
- ❖ Typing Speed: More than 40WM

Personal Profile

Name : Lakshminarayana murthy. S
Father Name : Sakappa.
Age and Date of Birth : 30 May 1986.
Permnet Address : Araleri [Vi] & [Po]
Malur [Tq]
Kolar [Dt] Pin – 563 130.

Phone No. : +91 95354 89515
Languages Known : English, Kannada, Telugu, Tamil.

PROJECT EXPERIENCE:-

PROJECT # 1 : About, Technical Training Management (TTI)
LANGUAGE : VISUAL BASIC
Operating System : WINDOWS – XP
Duration : 3 Months.

Description:

This is a project on **Technical Training Management**. It is based on swing. The tool has a login form. The user can log in using his/her name and password. After the main window is launched in this software we can easily do the issue, return, renewal, reservation, daily reports. All the information pertaining to the particular Institute are stored in the central data can be viewed by the organization.

Strengths

- Having good domain knowledge and good inter-personnel skills.
- A fast learner and good at reproducing and applying techniques.
- Well adaptive towards corporate culture and behavior & ability to work under pressure.
- Proven strength in problem solving, coordination with strong analytical skills.
- I am honest, Self-motivated and hard worker with positive attitude towards my career and my life.

I hereby declare that the above information provided by me is correct and best to my knowledge and Belief.

Thanking You,

Date:

Yours faithfully,

Place:

(Lakshminarayana murthy. S)